



Credit Transfer Application Form

1. Purpose and Scope

1. Mazda Technical Training Australia Pty Ltd (MTTA) offers credit transfer for the skills you have gained through formal education and training.
2. This form should be used by MTTA students seeking credit transfer for course/s within an MTTA program.

Item	Name of Policy and Procedure	Additional Comments
1	Credit Transfer Policy and Procedure	

2. Version Control

Responsible team member	Training Coordinator representative, Mazda Technical Training Australia Pty Ltd
Contact team member	Compliance Representative – Mazda Technical Training Australia Pty Ltd e: mttatraining@mazda.com.au p: 03 8540 1800
Superseded documents	1.8
Review date (Annually or as needed)	08 August 2024
File number	PPTA F 20230808 Credit Transfer Application Form Final
Associated documents	

Version	Authorisation	Approved Date	Effective Date
1.9	RTO Manager – Mazda Technical Training Australia Pty Ltd	08 August 2023	08 August 2023



2.1 Change History

Version	Authorise by	Approved date	Effective Date	Significant changes
1	RTO General Manager – Mazda Technical Training Australia Pty Ltd	Intentionally blank	Intentionally blank	<ul style="list-style-type: none"> New Document
1.1	RTO General Manager – Mazda Technical Training Australia Pty Ltd	15 November 2016	15 November 2016	<ul style="list-style-type: none"> Logo Contact number
1.2	RTO General Manager – Mazda Technical Training Australia Pty Ltd	09 October 2017	09 October 2017	<ul style="list-style-type: none"> Review date
1.3	RTO Manager – Mazda Technical Training Australia Pty Ltd	27 October 2017	27 October 2017	<ul style="list-style-type: none"> Update version
1.4	RTO Manager – Mazda Technical Training Australia Pty Ltd	30 October 2018	30 October 2018	<ul style="list-style-type: none"> Review date
1.5	RTO Manager – Mazda Technical Training Australia Pty Ltd	30 October 2019	30 October 2019	<ul style="list-style-type: none"> Review date New Mazda VI Logo
1.6	RTO Manager – Mazda Technical Training Australia Pty Ltd	30 October 2020	30 October 2020	<ul style="list-style-type: none"> Review date
1.7	RTO Manager – Mazda Technical Training Australia Pty Ltd	30 October 2021	30 October 2021	<ul style="list-style-type: none"> Review date
1.8	RTO Manager – Mazda Technical Training Australia Pty Ltd	30 October 2022	30 October 2022	<ul style="list-style-type: none"> Review date
1.9	RTO Manager – Mazda Technical Training Australia Pty Ltd	08 August 2023	08 August 2023	<ul style="list-style-type: none"> Review date



3. Credit Transfer Application Information

3.1 About this form

1. MTTA offers credit transfer in MTTA programs to recognise the skills you have gained through formal education and training.
2. This form should be used by MTTA students seeking credit transfer for course/s within an MTTA program.
3. This form should not be used by Students applying for recognition of prior learning (RPL) – please refer to the MTTA Student Handbook, the MTTA website or the Student Support Representative.
4. Students applying for Recognition of Prior Learning (RPL) – please refer to the MTTA Student Handbook, the MTTA website or the Student Support Representative.

4. Credit Transfer

1. Credit transfer is the recognition of previously completed formal training and/or qualifications.

5. How to apply

1. Complete this application form and lodge it along with certified copies of your supporting documentation to the MTTA Training Coordinator.
2. Your supporting documentation must be issued by the institution where you obtained the qualification/statement of attainment from and the assessment outcome. You may submit a statement of results.

6. When to apply

1. The form should be lodged prior to the relevant credit transfer application submission end date for the semester in which you wish to be granted credit.

7. Supporting documentation

1. Please attach a certified copy of any relevant certificates and / or transcripts of results for any formal studies that you have completed, along with any other relevant information that may support your application.

8. Credit transfer fees

1. There is no fee attached to credit transfer applications.

9. Outcome

1. Once the assessment process is completed, the Training Coordinator will notify you of the outcome in writing.



10. Credit Transfer Application Form

Section 1: Student information			
Student no:		Date of birth:	
Given Name:		Family name:	
Mailing address:			
Section 2: Program information:			
For which MTTA program are you applying for credit?			
Program code:			
Program name:			
Are you currently enrolled in the course for which you are seeking credit transfer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If my application for credit transfer is successful I take responsibility for ensuring that I am withdrawn from the enrolled course/s prior to the relevant class census date, otherwise I will remain liable for each course's total tuition fees.			
Student signature:		Date:	
Office use only			

